

CITY OF CHULA VISTA

TOWN CENTRE REDEVELOPMENT PROJECT AREA

SPECIAL LAND USE PERMIT PROCEDURAL GUIDE

APPLICATION AND ACCOMPANYING DOCUMENTS AND PLANS

The applicant must complete the Special Land Use Permit application form. The completed application is filed with the Community Development Department and must be accompanied by the following documents and plans:

1. Site Plan (please review the backside of this guide for Site Plan contents)
2. Floor Plan
3. Elevations
4. Conceptual Landscape Plan (if applicable)
5. Sign Permit Application (if proposed)
6. Sidewalk Café/Encroachment Application (if proposed)
7. Completed and Signed Disclosure Statement (if applicable)
8. Any other documents determined necessary by the Community Development Department to assist in evaluating the request.

The above-mentioned items shall be as detailed as possible to fully describe the project, and drawings must be to scale.

Note: Pursuant to City Council action taken on January 5, 1984, all site plans shall delineate the location, size, and type of existing and proposed utilities (both underground and above-ground). Facilities to be shown include, but are not limited to electric transformer boxes, fuse boxes, telephone boxes, post indicator valves and Fire Department connectors (standpipes), etc. All easements, including utility easements are required to be shown.

NUMBER OF COPIES

Applicants are required to submit 24 copies of plans and documents (20 if Initial Study is not required). Additionally, one set of 8½" X 11" reduction and one set of color slides illustrating the site plan, floor plan, elevations, and conceptual landscape plan shall be submitted for projects that are scheduled for public hearing.

Please submit completed application with associated plans and documents to:

Planning Department Counter (between 8 a.m. - 4 p.m.)
Public Services Building
276 Fourth Avenue
Chula Vista, CA 91910
(619) 691-5101
(619) 409-5861 (FAX)
email: planning@ci.chula-vista.ca.us

SPECIAL LAND USE PERMIT PROCESS

It is the intent of the Community Development Department to expedite project processing as expeditiously as possible. However, actual processing times will vary depending on the scope of the project and whether the project is controversial. Additionally, certain projects may require environmental review involving the processing of an Initial Study or Environmental Impact Report, which may extend time frames. Therefore, action on a Special Land Use Permit application may not be determined until the environmental process is complete. Applicants will be informed if environmental review is required.

SITE PLAN CONTENTS

- ☐ Project Location, Legal Description, and Assessor's Parcel Number (APN)
- ☐ Property Owner's Name and Address
- ☐ Name of person or firm that prepared the plans, including date of preparation
- ☐ Vicinity Map and North Arrow
- ☐ Number of parking spaces required; number and size of parking spaces provided
- ☐ Boundaries of subject property and dimensions
- ☐ Show all existing and proposed buildings and structures; include dimensions and label land use and square footage for each building activity area.
- ☐ Show distance between buildings and/or structures
- ☐ Existing adjacent structures
- ☐ Existing and proposed walls, fences, etc., indicating height, design, and materials
- ☐ Square footage of each building activity area
- ☐ Existing topography and proposed grading showing all slopes
- ☐ Parking layout, pedestrian walks, loading and trash areas
- ☐ Location of all existing trees or manmade features that are to remain or be removed
- ☐ Concept landscape plan showing green areas, parking, screening walls, etc.
- ☐ Location, type, and size of all existing and proposed underground utilities; facilities to be shown include but are not limited to electric transformer boxes, fuse boxes, telephone boxes, post indicator valves and Fire Department connectors (standpipes), etc.
- ☐ Location of existing and proposed signs
- ☐ Lot coverage and Floor Area Ratio (FAR)
- ☐ Driveway widths and locations
- ☐ Adjacent streets, alleys and properties – including adjacent structures
- ☐ Trash areas with screening
- ☐ Delineation of phasing, when applicable
- ☐ Scale no less than 1'=30'

POSSIBLE REQUIREMENTS FOR PUBLIC AND PRIVATE IMPROVEMENTS

Applicants for development projects, including additions and interior/exterior remodels and proposals involving a change in land use, are advised that they may be required to pay impact fees and install and/or modify on-site and off-site public and private improvements. Improvements may include on-site structures, paving and landscaping, and requirements to dedicate, improve and/or modify streets and other off-site public facilities. Fees may include sewer, traffic, and development impact fees.

The necessity for or exact extent of fees and improvement requirements are generally not known until an application has been filed and reviewed by the various City departments and outside agencies. Applicants are encouraged to contact the City regarding the possibility for and the general extent of these requirements at the earliest possible stage of project consideration. Prior to a formal application, it is often helpful for applicants of major projects to schedule an initial meeting with City staff to review issues and discuss probable requirements. Initial meetings can be arranged by the Community Development Department.